

Elements of HF 2570's EMS

There are 3 main overarching elements.

1. **Environmental Policy Statement:** Statement by the organization of its intentions and principles in relation to its overall environmental performance which provides a framework for action and for the setting of its environmental objectives and targets, and its commitment to ***environmental compliance and*** continual improvement through the EMS.
2. **Environmental Impacts:** The organization identifies and evaluates the actual or potential ***aspects and*** impacts to the environment, whether adverse or beneficial, from its activities, services and facilities. During the evaluation process, significant impacts to the environment are determined.
3. **Legal and other requirements:** The organization must identify the legal requirements for its operations and facilities, including relevant environmental laws, regulations and permits, and worker health and safety regulations, and have a process for tracking any changes in these requirements.

The following 7 elements would be applied to each of the 6 plan components (Yard Waste Management, Hazardous Household Waste Collection, Water Quality Improvement, Greenhouse Gas Reduction, Recycling Services, Environmental Education):

4. **Objectives and Targets:** The organization establishes objectives relevant to its policy, environmental issues and impacts previously identified, the views of interested parties, and other factors. Targets necessary for achieving the stated objectives are also established. A target is much more detailed than its objective and must be quantifiable.
5. **Action Plan:** Actions necessary to achieve the objectives and targets. The plan includes identifying the individuals and/or organizations responsible for carrying out specific tasks, timelines for completion of each step in the plan, and a schedule for periodically reviewing and updating, as conditions dictate, the objectives and targets. ***As part of reviewing the draft of the action plan, conduct an inventory of key resources needed to carry out and complete the action plan. Resources may include staff, fiscal matters, specific skills, facilities, partners, and additional needs. Upon completion of the inventory the action plan may need to be adjusted accordingly.***
6. **Identify Roles and Responsibilities:** Responsibility for implementation of the elements of the EMS program need to be identified, documented, and communicated to relevant staff.
7. **Communication/Training/Awareness:** Establish processes for internal and external communication. External communication will include reaching out to those groups and organizations that have been identified as having an interest, stake, or role in the organization's ongoing EMS program. There must also be procedures for receiving and responding to relevant communication from external interested parties.
Internal communication is directed to individuals, organizations and entities that have a role or responsibility within the action plan. ***Training*** includes a process to ensure that all responsible parties are familiar with the EMS and have the ***skills*** necessary to capably execute their roles.

8. **Monitoring and Measurement:** A documented process for monitoring key activities and measuring performance related to the specific environmental objective and target, *at a minimum*.
9. **Assessment:** The organization must have documented procedures for assessing the function of each component and its effectiveness of and conformance with the EMS plan. Assessment is the process of drawing conclusions from the performance measurements.
10. **Reevaluation and modification:** The reevaluation and modification element is an activity that allows an organization to improve and strengthen the EMS on an ongoing basis. This element considers areas where the EMS has met, exceeded, or failed to meet expectations *and these results are reviewed with management*. Identify root causes of those outcomes, and develop additional goals and activities appropriate to each. It's an opportunity to realize the organization's commitment to continuous improvement and should not be looked upon negatively.